

**MINUTES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE OF VERNON HILLS  
MARCH 1, 2016**

President Byrne called the meeting to order at 7:25 pm.

IN ATTENDANCE: President Byrne, Trustees Koch, Hebda, Grieb, Schultz, Williams and Marquardt. A quorum was established.

Also present were: Village Manager Kalmar, Assistant Village Manager Carey, Chief Fleischhauer, Finance Director Larson, Attorney Kenny and Recording Secretary Fischbach.

**1. APPROVAL OF THE COMMITTEE OF THE WHOLE MINUTES OF FEBRUARY 16, 2016**

Motion by Trustee Marquardt, second by Trustee Hebda to approve the Committee of the Whole Minutes for the February 16, 2016 meeting.

Roll call vote:

AYES: 6 - Marquardt, Koch, Grieb, Williams, Hebda, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

**2. VERNON HILLS PARK DISTRICT – 635 ASPEN DRIVE – CONSIDERATION OF REPORT AND RECOMMENDATIONS FROM THE PLANNING & ZONING COMMISSION REGARDING VARIOUS ITEMS INCLUDING THE PROPOSED SITE AND LANDSCAPE PLANS AND SPECIAL USE PERMIT APPROVING THE EXPANSION OF A COMMUNITY CENTER IN A CONSERVATION AND OPEN SPACE DISTRICT FOR PROPERTY KNOWN AS THE DELORES C. SULLIVAN COMMUNITY CENTER**

Representatives from the Vernon Hills Park District appeared before the Planning & Zoning Commission on February 17, 2016 to present their plans for construction of a gymnasium addition to the Delores C. Sullivan Community Center (Sullivan Center), located at 635 Aspen Drive and requested the following:

1. To amend Ordinance 91-59, which granted the Special Use Permit for a Community Center, to allow for the expansion of the Delores C. Sullivan Community Center;
2. Preliminary and final site and landscaping plan approvals;
3. Preliminary and final approval of the architectural elevations.

The Sullivan Center is zoned COS and previously received a special use permit for a community center at this location. The Park District is proposing to renovate and expand the Sullivan Center for additional spaces for staff offices, a new gymnasium, and new preschool rooms. The existing Community Center is currently 32,815 square feet. The proposed addition would increase the square footage by 17,769 to 50,584.

The proposal for the expansion of the Sullivan Center also includes the removal of the south entrance and the creation of a new east entrance. With the removal of the south entrance, the drop off lane would also be removed. The preschool addition would be built on the southeast portion of the building and would add an additional preschool room. These 4 classrooms would serve 15 children per classroom. Preschool classes would continue to run from September through the middle of May. Hours of operation would consist of classes in the morning and afternoon (9:00 a.m. to 11:30 a.m. and 12:00 p.m. to 2:30 p.m.). A playground would be

relocated adjacent to the preschool addition. A sidewalk would be installed along the south exterior of the building parallel to the existing entrance drive.

The new gymnasium would also be constructed on the northeast corner of the building. The extension would not encroach on the Village owned Lot 2 where Aspen Library recently constructed a 51 space parking lot.

The existing exterior is decorative concrete block with brick highlight bands. The proposal would utilize the same materials to maintain a similar aesthetic to match the existing building. These materials are consistent with the recently approved masonry material ordinance approved by the Village Board in December.

The Commission questioned the ability for the Park District to preserve the existing evergreen trees adjacent to the existing entranceway. The Park District indicated that they would be make efforts to preserve the trees and existing landscaping to the extent possible.

The Commission was advised that the Village is limited on the ability to enforce specific conditions of approval made towards the Park District and as such, certain conditions of approval are advisory in nature. This is because, legally, the Village and Park District have concurrent jurisdiction in this matter.

Notices were sent out to the surrounding property owners. No individuals from the public attended the meeting.

Trustee Hebda commented on the benefits of the proposal. The secured classrooms, fenced in playground and the added benefits for the preschool and District 73.

**Recommendations:**

The Commission voted 6-0 (Ballowe absent) to recommend approval of the following:

1. Approval of an amendment to the Special Use Permit to allow expansion of a community center; and
2. Preliminary and final site and landscaping plan approvals; and
3. Preliminary and final approval of the architectural elevations.

General Compliance with the following plans:

- Proposed Site Plan prepared by Williams Architects with a received date of February 10, 2016 and consisting of 2 pages.
- Proposed Engineering Plans prepared by Williams Architects with a received date of February 10, 2016 and consisting of 14 pages.
- Proposed Landscaping Plans prepared by Williams Architects with a received date of February 10, 2016 and consisting of 3 pages.
- Architectural Elevations prepared Williams Architects with a received date of February 10, 2016 and consisting of 3 pages

Conditions of Approval for the entire Site:

1. Final approval of plans by the Village Engineer and Landscape Architect prior to issuance of a building permit.
2. Building materials consistent with the existing material color and type of the Sullivan Center.
3. Compliance with all ordinance and standards of the Village except as otherwise noted.
4. Park District is encouraged to preserve the existing trees on the property.
5. Provide a cost estimate to extend that portico at the east entrance and if financially feasible, complete the extension as part of this project.

6. Park District is encouraged to reconfigure the pathway system on the northeast side of the building to change the 90 degree turn into a curved path.

If the COW feels that the request is appropriate, it is recommended that staff be directed to prepare the necessary ordinance granting approval to the following subject to the conditions noted above:

1. Approval of an amendment to the Special Use Permit to allow expansion of a community center; and
2. Preliminary and final site and landscaping plan approvals; and
3. Preliminary and final approval of the architectural elevations.

Motion by Trustee Koch seconded by Trustee Schultz, directing staff to draft an Ordinance approving the expansion of the Vernon Hills Park District Sullivan Center subject to the conditions outlined above.

Roll call vote:

AYES: 6 - Marquardt, Koch, Grieb, Williams, Hebda, Schultz

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

### 3. **SENIOR PARKING OPTIONS AT VILLAGE HALL**

The Village Board has asked that additional parking be provided to serve the Senior Community that participates in activities at the Village Hall. Although staff has been informed that the Park District will discontinue its use of the Laschen Center in the spring of 2017, a more immediate solution is needed. Direction was provided that the parking for seniors needs to be in very near proximity to the entrance to the Village Hall.

Therefore, pursuant to the January 5, 2016 Village Board meeting, staff has prepared four options for the addition of handicap or senior only spaces at the Village Hall. Currently, four spaces exist at the Village Hall and one additional space could be readily added to the Laschen Center lot. The following options are in addition to these spaces. The estimates do not include landscaping. Removal of landscaping would be performed by Public Works staff. Conceptual drawings are attached to convey the intent of each design.

#### **Option 1: Inspector parking lot (4 new handicap spaces; \$5,600)**

The existing lot can be re-striped and a sidewalk extended thus adding four spaces. This would cost approximately \$5,600. This option could address the need immediately, but is a further distance than the other options.

#### **Option 2: Circular drive (3 new handicap spaces; \$32,000)**

This option includes three additional spaces by removing the westerly circular drive curb and existing walkway. The spaces would be added to this interior landscape space between the existing light pole and Roger Keinz' memorial bench. This option would be closer to the entrance, but at a higher cost and reduces our green space. The additional impervious surface may be de-minimis and detention may not be required.

#### **Option 3: Central landscape area (6 new handicap spaces; \$40,000)**

This option removes the central landscape area and connects the circular drive with the inspector parking area. This provides six additional handicap spaces within the interior landscape area. This option would improve flow and would add handicap parking closer to the entrance. It would drastically change the landscaping adjacent to the building and due to the additive impervious surface, the detention requirement might be required.

**Option 4: Circular drive (5 new Senior Only spaces; \$1,200)**

This option does not provide handicap spaces, but proposes to add "Senior Only" parking spaces. Five additional spaces could be added. The existing handicap ramp would be maintained and striped to provide access. This ramp would also provide loading access for deliveries. Staff placed cones along the circular drive aisle and tested the plan with the Senior Bus. These spaces could be installed and not impact the transport of seniors or Parcel deliveries (see photos). Signage would be added stating "Senior Parking Only between signs", delineators or striping onto the pavers and ADA improvements to the ramp.

**Recommendation**

Staff recommends Option 4. This reserves the needed parking for seniors and can be implemented expeditiously at a reasonable price. It also preserves the existing landscaping surrounding the Village Hall. Inherent with this recommended preferred option is its flexibility. This option can be installed and monitored. Additional planning will occur as part of the Park District's termination of the Laschen Center lease. With the staff working with the Village Board on the future disposition of the building and surrounding property, the Village Hall spaces may also be impacted by these decisions. For these combined reasons, Option 4 is the most viable

Trustee Schultz did not like Option 4 due to parallel parking with the seniors. Trustee Williams added that there should be a hand railing along the sidewalk for the seniors. Public Works Director Brown will gather information for the next Board Meeting regarding the installation of a hand rail. President Byrne opted for Option 4 due to the ease and immediate fix of the parking problem.

Motion by Trustee Williams seconded by Trustee Marquardt, directing Public Works to install four parking spaces in the front of the Village Hall as noted in Option 4.

Roll call vote:

AYES: 6 –Hebda, Schultz, Marquardt, Koch, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

Motion carried.

**4. 2016-2017 BUDGET PRESENTATIONS**

**INTRODUCTION (VM KALMAR)**  
**PROPOSED BUDGET (FD LARSON)**

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	Multi-Year Financial Plan	I 18 - 25
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## Budget

A. Budget Overview (Introductory Section P. 11-17) - **The overall FY 2015-16 proposed budget is \$28,764,317, of which \$1,325,175 is budgeted reserves, \$126,000 is budgeted transfers and \$27,313,142 is budgeted expenditures.** That expenditure level represents a 2.9% increase from this year's budget.

- Of the expenditures, \$23,198,732 is for operations, representing a 0.93% increase over the current budget. \$1,997,410 is for debt, representing a 39.28% increase over the current budget and \$2,117,000 is for capital, representing a 0.35% decrease from the current budget.
- Projected resources total \$28,565,250, which is a 4.46% increase over the current year. This amount includes: \$27,400,250 in anticipated revenues, \$126,000 in transfers and \$1,039,000 of budgeted reserves.
- The General Fund budget has a \$680,263 surplus before subtracting the Capital, Summer Celebration, Metra Station and DUI subfunds. This budget includes \$395,000 that has been budgeted into reserves to offset unplanned expenditures. Please note, the budget does not include salary increases for any employees. Current collective bargaining agreements expire on April 30, 2016; further discussions on salary & range adjustments for all employees will occur in the near future.
- Anticipated General Fund revenues are \$22,130,810; an increase of \$1.2 million, or 5.8%, from the current budgeted level.
- Budgeted General Fund expenditures are \$21,450,547, an increase of \$1.02 million or 5.0% from the current budget.
- The budgeted amount for the legally required transfer to the TIF is relatively flat, projected to increase by 0.4% to a level of \$126,000.
- General Fund debt service is \$434,151, a 393.75% increase from this year, as a result of the first debt payments coming due for bond issues that were completed in FY 2015-16. These issues funded the Police remodeling, the OPA property contribution and the StarCom Radio Network system.
- In the Capital Sub-fund, permanent improvements are \$1,157,000, which is a 60.83% increase from this year's level. Equipment is budgeted at \$160,000, which is a 52.3% increase over last year.
- In the Tax Increment Fund, the overall budget has a projected surplus of \$186,600. The TIF surplus is needed to repay its loan to the Replacement Fund and to cover future principal payments on TIF debt.

- The Motor Fuel Tax Fund has a \$100,940 deficit, with \$800,000 budgeted for the FY 2016-17 Road Program.
- The Dispatch Center Fund is expected to see a slight increase in revenues from anticipated increases in wireless fees and scheduled increases in the Village's intergovernmental contracts to provide dispatch services. Of the \$2,700,910 budget, \$1,251,350 is funded by a General Fund transfer.
- The Replacement Fund has a \$160,217 surplus. Budgeted equipment replacement purchases from this fund total \$225,000, which is a 35.7% decrease from the prior year. Purchases in this fund vary from year to year based on replacement schedules and wear and tear on municipal vehicles.

B. General Fund Revenues (P. 1-6) - **The General Fund accounts for the vast majority of the Village services (Police, Public Works Community Development, Administration), and revenue is projected to be a total of \$22,130,810.** This represents an increase of 5.8% above the FY 15/16 budgeted levels. General Revenue Fund components include:

- The Sales Tax economic incentive agreement between the Village and the developer of property for a major grocery store chain is expected to be paid off in fall of 2016. Once paid off, this will add approximately \$250,000 in annual revenue back into the Sales Tax account in future years.
- As compared to this time last year, the Village's revenues have been enhanced by the implementation of a 0.25% Home Rule Sales Tax (HRST) that took effect on January 1, 2015. The HRST was approved to offset the terms of the Westfield/Hawthorn Mall economic incentive agreement. This tax is currently running above projections for FY 15/16.
- The construction of the AMC Theater in Hawthorn Mall has increased the amount of amusement tax significantly. Although amusement taxes revenues are running slightly below projections for FY 15/16, the actual receipts are already 285.7% higher than the entire year's receipts in FY 14/15. For FY 16/17, we are projecting \$300,000 in amusement tax revenues.
- The local share of State Income Tax (LGDG) is expected to increase by approximately 3% over the current year's budget. There have been several bills presented by the Illinois State Legislature to reduce or eliminate the local share of this revenue. Due to lack of direction from the State, this budget does not anticipate any reduction in this revenue source.
- Licenses and Permits are projected to decrease by approximately 13.1% from the prior year. The proposed budget number is based on historical revenues generated prior to the construction of The Oaks development. Please note that no permit fees have been included for the potential construction of the proposed Menard's retail store.

C. Police Budget (P. 7-36) - **The Police budget is \$10,746,209 which is a 2.65% increase from this year's original budget.** Salaries are \$5,750,160 which is an increase of \$9,041 or 0.05% over the current budget. The budget does not include an estimate for cost of living increases to salaries, but does include planned step increases that were previously approved as part of the prior year's budget. Fringes are \$3,014,366, which is an increase of \$291,465 or 10.7%. Contractual Services at \$339,215 are up 12.3%, while commodities at \$181,533 are down 15.1%. Equipment is budgeted at \$209,585 is up 10.6% or \$20,145. The Transfer to the Dispatch Center Fund is \$1,251,350, a decrease of 3.2% or \$41,850 from the current budget. This transfer is required to cover the difference between revenues and expenditures in the Dispatch Center Fund.

Motion by Trustee Williams, second by Trustee Marquardt, approving the Police Budget in the amount of \$10,746,209 as presented

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

- D. Dispatch Center Fund Budget (P. 37-46) - **The Dispatch Center Budget is \$2,700,910 or a 0.4% increase from the current budget.** The Dispatch Center Fund revenues consist of land and wireless 911 revenues, intergovernmental customer dues and Village contributions. Land and wireless 911 revenues are budgeted at \$342,500. This is up \$24,500 from last year's projection. Dispatch service fees are \$963,560 which is up by \$27,837 from the current projection, which is due to anticipated increases in the Village's intergovernmental contracts. Salaries are \$1,377,788, an increase of 1.7% or \$22,543 over the current budget. This primary reason for this increase over the original budget is due to step increases that were previously approved. Fringes are \$468,198, a decrease of 4.3% over the current budget. Contractual Services are \$696,399, which is an increase of 3.75%. Commodities are \$8,050, which is consistent with the prior year budget. Equipment is \$11,300, a decrease of \$16,300 or -59.06%. The General Fund contribution to this Fund decreased by \$41,850 from the current budget to \$1,251,350.

Motion by Trustee Williams, second by Trustee Marquardt, approving the Dispatch Center Fund Budget in the amount of \$2,700,910 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

- E. DUI and Drug Forfeiture Budgets (P. 47-50) - **The budget for the DUI funds is \$18,000.** This budget is restricted to items associated with DUI enforcement. **The Drug forfeiture budget is \$0.** It is based on revenues received for drug seizures and it can only be used for drug enforcement items.

Motion by Trustee Schultz, second by Trustee Hebda, approving the DUI and Drug Forfeiture Budgets in the amount of \$18,000 as amended to show a budget of \$1.00.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

- F. Fire and Police Commission Budget (P 51-52) -**This budget is \$10,850, which is consistent with the original FY 2015-16 budget.** The budget has been maintained at a normal level in anticipation that additional testing will not be needed.

Motion by Trustee Schultz, second by Trustee Koch, approving the Fire and Police Commission Budget in the amount of \$10,850 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

- H. Capital Sub-fund Budget (P. 67-74) - **This \$1,317,000 capital budget is an increase of 59.74% over the current budget.**

- a. Major capital improvements include \$165,000 for annual pavement marking and sidewalk repairs, \$95,000 for the repair of the Deerpath Culvert, \$85,000 for the

repaving of the Police / Communications Center parking lot, \$50,000 for Arbortheater electric panel replacement/repairs and \$65,000 in Golf Course improvements.

- b. Also included is \$10,000 for the second year of a two year AED replacement program and \$80,000 for a technology upgrade of the phone systems at Village Hall, Police and Public Works Buildings.
- c. This budget also includes a placeholder of \$150,000 for electronic message boards; to include locations at the Police and Public Works departments, and the replacement of panels at Village Hall. Another \$100,000 has been included for a contribution to the Park District's Kids Castle project.

Motion by Trustee Schultz, second by Trustee Koch, approving the Capital Sub-fund Budget in the amount of \$1,317,000 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried.

- I. Motor Fuel Tax Budget (P. 75-78) - **This budget is \$801,000 which is a decrease of \$500,000 or 38.5% from the current budget.** This budget requires a \$100,940 deficit in the Motor Fuel Tax Fund. The budget funds the FY16/17 road program in New Century Town Manor Homes and portions of Woodbine Circle.

Motion by Trustee Koch, second by Trustee Hebda, approving the Motor Fuel Tax Budget in the amount of \$801,000 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried

- J. Metra Station Sub-fund Budget (P. 79-82) - The Metra Station Sub Fund collects revenues from Metra Station Parking, which are used to cover expenses of the station. **The Metra Station Sub Fund budget is \$108,400, an increase of \$50,000 or 85.6% from the current budget.** The expenditure budget is increasing by \$50,000 due to the following items: Fence replacement (\$15,000) and water quality pond/ platform drainage improvements (\$35,000). The Metra Sub Fund budget requires a \$12,400 deficit.

Motion by Trustee Koch, second by Trustee Hebda, approving the Metra Station Sub-fund Budget in the amount of \$108,400 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried

- K. Public Works Budget (P. 83-112) - **The Public Works budget is \$4,966,526, a decrease of \$226,484 or 5.0% from the original budget.** Public Works Salaries are \$2,052,250 which is an increase of \$29,801 or 1.5% from the current budget. Fringes are \$699,727, which is a decrease of .03% from the current budget. Contractual services are \$1,088,633 which is a decrease of \$194,913 or 15.4% less than the current budget. The main reason for the decrease in the Contractual Services budget is decrease in necessity for services related to the Emerald Ash Bore problem. The aggressive approach to resolve this issue in prior years will allow the Village to spend less in the FY 16/17 year. Commodities are \$847,330 which is a decrease of \$65,760 or

10.3% decrease from the original budget. Of this decrease, a large portion is attributable to less replacement tree purchases. Equipment is \$278,586 which is a \$4,600 or 1.7% increase from the current budget.

Motion by Trustee Williams, second by Trustee Marquardt, approving the Public Works Budget in the amount of \$4,966,526 as presented.

Roll call vote:

AYES: 6 – Hebda, Koch, Marquardt, Schultz, Grieb, Williams

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 – None

Motion carried

**5. ADJOURNMENT OF THE COMMITTEE OF THE WHOLE**

Motion by Trustee Schultz, second by Trustee Williams, the Committee of the Whole was adjourned.

Roll call vote:

AYES: 6 – Williams, Hebda, Schultz, Marquardt, Koch, Grieb

NAYS: 0 - None

ABSENT AND NOT VOTING: 0 - None

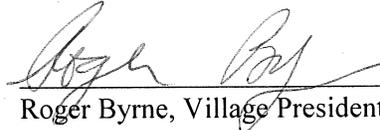
Motion carried.

Meeting adjourned 10:00 p.m.

Approved this 16<sup>th</sup> day of March 2016



John M. Kalma, Village Manager/  
Village Clerk



Roger Byrne, Village President

JMK/LLF